

Larkspur Community Primary School

Visitors Policy



Date: April 2024
Review April 2027

VISITOR'S TO LARKSPUR SCHOOL POLICY

Hours of Operation

Between the hours of 8:00am and 4:30pm all visitors to the school apart from permanent staff must obtain and wear a numbered Visitor Badge whilst on school property. This includes parent helpers, visiting tradespeople and supply teachers.

Visitors to School

On reporting to the School Reception at the Main Entrance, visitors must sign in, noting name, time of arrival, and reason for being in the school. Visitors will be issued with a numbered Visitor Badge. Prior to leaving the school, badges must be returned to the Office and visitors must sign out.

School Governors

School Governors must sign into the Governors Signing in Book at Reception and collect their name badge. They must sign out of the book when they leave and hand their name badge back in.

Parent Helpers

Parent helpers to sign into the Parent Signing in Book.
All staff encountering a visitor without a badge should both direct the visitor to Reception and at the same time report the matter to the Office.

Suitability of Safety

Anyone who wants to work with children and adults within the school will be checked out for suitability with the local authority in terms of being DBS checked and appropriately qualified.

Parents are encouraged to support the delivery of after school clubs however, attempts are made to ensure appropriate coaching/training has taken place. We endeavour to ensure that a member of teaching staff is always available/close by when visitors are delivering physical activity with pupils.